New Document Types in eTender Portal

(For Vendors/Bidders)

New document types have been created in SRM etender portal incorporating standard SAP document signing process. New process is single step "sign and upload" document which is quite easy and involves lesser technical settings compared to the existing document types.

These document types are also compatible with the "Microsoft Edge" browser and shall eliminate the dependence on Internet Explorer. (For this, Edge needs to be run in IE mode. Refer <u>Appendix – A</u> for detailed guide with screenshots)

These new document types shall be available for creation to ONGC's dealing officers from 21.06.2022 and old ones shall be restricted to "Change" or "Display" mode only. Therefore, <u>till the time when new</u> <u>document types are stabilised</u>, please check the document type before submission of bid.

Old/Existing RFx/tenders shall require the IE browser, along with existing settings. Old documents can also run on Edge browser if run in "IE mode" and additional settings as per existing "Guidelines to bidder" are maintained in "Internet Options" tab of control panel. To find this, simply press "Windows + S" keys together and type "Internet Options".

Technical settings changes (applicable for new document types only):

- Microsoft Edge needs to be configured to run in "IE mode". For IE mode click on ... (Settings & more) at right top corner in the edge browser. Look for Settings->Default Browser->Add https://etender.ongc.co.in at "Internet Explorer mode pages". (Refer <u>Appendix A</u> for detailed guide with screenshots)
- For some vendors, "sapsign.ocx" file will be required to be installed / configured as a onetime activity. (Refer <u>Appendix – B</u> for detailed guide with screenshots)

General Information:

Following new document types shall be available:

New Document Types	Existing Document Types
Limited Tender – Single Bid New	Limited Tender – Single Bid
Open Tender – Single Bid New	Open Tender – Single Bid
Limited Tender – Two Bid New	Limited Tender – Two Bid
Open Tender – Two Bid New	Open Tender – Two Bid

Step-by-step guide for changes in file signing process with new document types

Note: In this process guide, we shall discuss the changes made in the file signing process for new document types only. All other functionalities/provisions/processes/requirements of regular etendering shall remain the same.

Step 1: Configure Microsoft Edge in IE Mode as per Appendix A

Step 2: Install SAP Sign Utility as per Appendix B

To search for a particular tender, click on "Show Quick Criteria Maintenance" -> Click on "Clear" button -> Enter RFx number in the field "Number" -> Select an appropriate value in the mandatory field "Deadline Date Flag" -> Click on "Apply" button

Note the document type as shown below:



As usual, for open tenders, click on "Register" button to express your interest in a particular tender.

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To create bid response (quotation), click on 'Create Response"

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Once the response is created and saved, response no. is visible against the tender no. on etender home page:

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All technical documents shall be available in "Technical RFx Response" screen under respective folders.

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To upload **Technical bid**:

1. Go to Edit mode of your response.

- 2. Go to "Notes and Attachments" tab.
- 3. Under "cFolder Attachments" area, click on "Add Attachment"
- 4. Browse and select your file and provide a description, as usual.
- 5. Select folder: "BIDDER:Vxxxxxx" (xxxxxx is your 6-digit vendor code)
- 6. Click on "OK" button to continue to sign your document with a valid Class III DSC.

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A pop-up will confirm if the document is signed successfully:



Technical bid documents to be uploaded in "cFolder Attachments" section only. All such documents shall be listed in this section, for example:

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To upload **Price / commercial bid document**:

- 1. Go to edit mode of the response
- 2. Go to "Notes and Attachments" tab.
- 3. Under "Attachment of break-up of Prices" area, click on "Add Attachment"
- 4. Browse and select your file and provide a description, as usual.
- 5. There is NO Folder selection in this screen
- 6. Directly click on "OK" button to continue to sign your document with a valid Class III DSC.

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Once all technical and price bid attachments are uploaded, response/bid needs to be submitted for final submission/acceptance. For final submission, go to edit mode of the response and then, "Submit" button shall be available. Click on "Submit" button and again sign with valid class III DSC.

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In case of any further issues/queries/clarifications, please send us an email to

ongcsrmhelp@ongc.co.in

Appendix – A - Internet Explorer Mode in Microsoft Edge Browser

- 1. Click on the **Options** ... button in the top-right corner of the Edge browser and select **Settings**.
- 2. Click on **Default browser** on the left.
- 3. Click the dropdown menu for Allow sites to be reloaded in Internet Explorer mode. Select Allow.
- 4. If you're prompted to restart the browser, click Restart.







Once settings are done, go to etender portal. To switch to Internet Explorer mode, click the **Options** ... button and select **Reload in Internet Explorer mode**

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Once the page is reloaded, IE icon let shall be visible in the address bar. Also, a pop-up message shall confirm the same.

To save this setting for future sessions, click on the button against **Open the page in Internet Explorer mode next time** as shown below. $\underline{1}$



Kindly ignore this pop-up message, once the settings are done.



1

<u>Alternatively</u>, to automatically load etender portal in IE mode from subsequent sessions, follow the next steps:

- 1. Click on **Add** button on the same screen
- 2. Add "https://etender.ongc.co.in/irj/portal"
- 3. And also Allow sites to be reloaded in Internet Explorer mode.

This setting is available for 30 days only and needs to be done again, if required.

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Appendix - B - Installing Standard SAP Sign Utility

General Notes:

- This is a pre-requisite setting for installing standard SAP Sign utility.
- This is a one-time activity which needs to be done just once in any system being used for the first time.
- This setting stays in the system/computer/machine and is not portal based. Therefore, if the portal is being used on a new/different system, it may require installing this utility.
- This setting should already be available in systems installed with SAP GUI software or systems being used for accessing etender portals designed for other companies. However, you may install this utility again to avoid any issues.
- 1. Download the file *sapsign.ocx* from **Downloads** section
- 2. Make a new folder "**sap**" inside **any drive** of your system and copy the file into the folder
- 3. Open command prompt (Windows button + R, type cmd and press enter)

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71	٨	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
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- 4. type drive name in which *sapsign.ocx* file was copied, for example- E: and press enter
- 5. type cd sap and press enter
- 6. type regsvr32 sapsign.ocx and press enter

Command Prompt Microsoft Windows [Version 10.0.18362.592] (c) 2019 Microsoft Corporation. All rights reserved. C:\Users\<mark>cllc___</mark>>E: E:\>cd sap E:\sap>regsvr32 sapsign.ocx

7. exit the cmd window